



**Date:** August 22, 2019

**To:** Authorized Representatives and Food Service Directors of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs (CNP)

**From:** Jessica Sharkus, RDN, CD  
Director-School Nutrition Team (SNT)

**Subject:** Back to School Memorandum for School Year (SY) 2019-20

Please forward this important information to all persons with USDA Child Nutrition Program responsibilities.

Welcome Back! I know this probably looks overwhelming (I'm sorry!), but please take the time to read through this important information. This memo is written at the start of each new school year to provide you with important:

- clarifications;
- dates and deadlines;
- reminders; and
- updates pertaining to the CNPs.

In addition, we ask that you share this memorandum with other staff that may need to know this information.



### **Report Reminders**

The SNT has created a variety of annual calendars to help SFAs with report deadlines and reminders. Various Calendars of School Nutrition Program Requirements can be found on our [Calendar of School Nutrition Requirements webpage](http://dpi.wi.gov/school-nutrition/calendar-of-requirements) (dpi.wi.gov/school-nutrition/calendar-of-requirements).

### **SNT Website Updates**

We have updated the [School Nutrition webpage](http://dpi.wi.gov/school-nutrition) left navigation bar so that School Nutrition Program requirements are no longer under the National School Lunch Program (NSLP) heading (dpi.wi.gov/school-nutrition). Check out all the subtopics under the new [Program Requirements heading](http://dpi.wi.gov/school-nutrition/program-requirements) (dpi.wi.gov/school-nutrition/program-requirements). Note that some of your favorite webpage and document URL addresses may have changed. If you have trouble finding what you are looking for, please contact SNT at [dpifns@dpi.wi.gov](mailto:dpifns@dpi.wi.gov), and we will help you.

### **SNT Website Webinar: Mark Your Calendars!**

Join us Tuesday, October 1, from 2:00-3:00 PM for a webinar on the new SNT website changes. We will do a live tour through the website, highlighting important webpages, links, and resources. The link to join this webinar will be located on the SNT [Training webpage](#) closer to the date ([dpi.wi.gov/school-nutrition/training](http://dpi.wi.gov/school-nutrition/training)).

### **Administrative Reviews**

Those SFAs receiving an Administrative Review (AR) during SY 2019-20 have been notified. If you are unsure if you are receiving an AR, please visit our [Preparing for your Administrative Review webpage](#) for the list of SFAs ([dpi.wi.gov/school-nutrition/administrative-review](http://dpi.wi.gov/school-nutrition/administrative-review)). This comprehensive webpage details the specific areas of the AR and helps to prepare your SFA for the AR.

During the past four years, we have worked with an independent contractor to assist our team in completing the ARs, most recently TCB Consulting. This year we will not be working with a contractor. All ARs will be completed by the Department of Public Instruction (DPI) SNT.

In July 2019, a DPI SNT memorandum titled *Request to USDA for Flexibility to the Administrative Review Cycle Requirement* was sent. We have requested a waiver to the three-year Administrative Review cycle; extending to a five-year cycle. We are still waiting for official approval from the USDA National Office. Once we hear back from them, we will pass on the information. If your SFA has been notified about receiving AR in SY 2019-20, that will not change, and you will receive an AR.



The SNT is using the School Nutrition Accountability Software (SNACS) to automate the AR process and all schools and districts scheduled for an AR during SY 2019-20 will be required to use the software during the review. Much of the process of the AR will remain the same. Forms SFAs complete prior to the review will be submitted electronically through the review module in SNACS. Communication with SNT staff conducting reviews, corrective action responses, and any required documentation will be submitted via SNACS.

A variety of resources to help schools feel comfortable using SNACS will be posted to the SNACS webpage soon, and the SNACS team will offer training webinars throughout SY 2019-20. For a general introduction to SNACS, please visit the [SNACS webpage](#) ([dpi.wi.gov/school-nutrition/snacs](http://dpi.wi.gov/school-nutrition/snacs)). Stay tuned for more details about working with SNACS in the new school year.



### Eligibility Manual

Per USDA, the Food and Nutrition Service (FNS) **will not release** an updated *Eligibility Manual for School Meals* for SY 2019-20. State agencies and program operators should continue to use the [2017 Edition of the Eligibility Manual](#) for the upcoming school year ([fns.usda.gov/eligibility-manual-school-meals](https://fns.usda.gov/eligibility-manual-school-meals)). The manual is also posted on the SNT [Free and Reduced Price Meal Eligibility webpage](#) ([dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility](https://dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility)).

### Determining Eligibility of SY 2019-20 Household Applications for Free and Reduced Price School Meals

#### Reminders:

- If the household indicates participation in an assistance program in Step Two on the application, the assistance program name and a case number **must** be listed. If the assistance program name is not listed, the SFA is required to follow-up with the household to complete this information on the application before approving the application.
- A Medicaid case number on an application does not qualify students for free or reduced price meals.
- The total household members box in Step Three (G) on the application must be filled out and have the correct number of household members listed to match the number of names listed on application. If the number of names does not match the “total household members” box, then the SFA is required to follow-up with the household to confirm household size and list of members.
- A signature is required in Step Four on all applications. The signature may be written or printed.
- A webcast titled [Filling out an Application](#) ([dpi.wi.gov/school-nutrition/training/webcasts#applications](https://dpi.wi.gov/school-nutrition/training/webcasts#applications)) is available in both [English](#) and [Spanish](#) on our SNT [Webcasts webpage](#) ([dpi.wi.gov/school-nutrition/training/webcasts](https://dpi.wi.gov/school-nutrition/training/webcasts)).
- If the SFA contacts a household for clarifications on the application, the SFA’s determining official should make notes, initial or sign, and include the date of contact on the application.
- SFAs must distribute and accept only current school year free and reduced price meal applications, except in the case of [USDA translations](#) that are not available on the DPI website. In those cases, the posted USDA versions are acceptable ([fns.usda.gov/school-meals/translated-applications](https://fns.usda.gov/school-meals/translated-applications)). This is for paper or web based online versions. It is required that web based versions of online applications receive prior approval from DPI before SFAs can utilize them. A list of approved web based applications is posted on the SNT [Free and Reduced Price Meal Eligibility webpage](#) ([dpi.wi.gov/school-nutrition/program-requirements/free-](https://dpi.wi.gov/school-nutrition/program-requirements/free-)

reduced-meal-eligibility). Contact Tanya Kirtz ([tanya.kirtz@dpi.wi.gov](mailto:tanya.kirtz@dpi.wi.gov)) for more information about approval of web based applications.

- If your SFA uses a software program for eligibility status, check the benefit issuance list in the program after the carryover period to be sure there are no students listed without current year eligibility documentation. Manual benefit issuance lists must also be reviewed and updated for accuracy.

### **Determining Eligibility through Direct Certification (DC)**

- The SNT will continue to participate in the USDA demonstration project for directly certifying students for free and reduced price meals with Medicaid data.
- The Menominee Tribe, Red Cliff Band-Lake Superior Chippewa, and Bad River Tribe have entered into a memorandum of understanding (MOU) with the DPI SNT to directly certify students in households receiving benefits through the Food Distribution Program on Indian Reservations (FDPIR). This DC match automatically qualifies those students to receive free meal benefits.

The eligibility match codes are:

Code	Description of Code
<b>S</b>	Eligible. The child matched with FoodShare (SNAP) information and is automatically eligible for FREE meals.
<b>T</b>	Eligible. The child matched with W-2 cash benefits information and is automatically eligible for FREE meals.
<b>O</b>	Eligible. The child matched with both FoodShare and W-2 cash benefits information and is automatically eligible for FREE meals.
<b>E</b>	Eligible. The foster child matched with the state foster care system database and is automatically eligible for FREE meals.
<b>G</b>	Eligible. The child matched with Food Distribution Program on Indian Reservations (FDPIR), a program administered locally by Indian Tribal Organizations, and is automatically eligible for FREE meals.
<b>M</b>	Eligible. The child is identified by the state's Medicaid database at the income level for FREE meals and is automatically eligible.
<b>Z</b>	Eligible. The child is identified by the state's Medicaid database at the income level for REDUCED price meals and is automatically eligible.
<b>N</b>	Not eligible. The student is not a match in the database or is in a closed or ineligible case.

- Except for the "E" code (Foster child), all of the above eligibility codes (S, T, O, G, M, or Z) may extend benefits to other students in the household.
- If a household submits an income application determined to qualify for free meals and a household student shows up on a DC run with a code "Z" (Medicaid –

Reduced), the application takes precedence over the DC match and the student qualifies for the free benefit. The student always receives the best eligibility benefit. If the student qualifies with a “Z” code and no application is on file, then the household could apply by application for a potential free meal benefit.

### Carryover Status

- Some students may be in an eligibility carryover status for the first 30 operating days of school; however, a new determination by DC or application ends the carryover period, **even if the meal eligibility status is lower than last year.** An “N” code (no match) from DC is not considered a new determination. Other qualifying eligibility match codes of S, T, O, E, G, M, or Z are considered a new determination.
- If a student was in a carryover status with free meal benefits from last school year and is recently matched with a “Z” code (reduced price) through Direct Certification, this is considered a NEW eligibility determination and would change their status to reduced, thus ending the 30 operating day carryover period. This does not qualify for Adverse Action; the new determination takes effect immediately. You may give the household up to 5 days for notification and to deposit money into the student’s account.
- A household’s carryover status of free or reduced price meal benefits applies to new household students entering school, such as a child entering Pre-Kindergarten or Kindergarten.

### Reminders Regarding Disclosure

- The information provided by families on the free and reduced price application will be used for determining eligibility for meal or milk benefits and verification of eligibility. Local Educational Agencies (LEAs) planning to disclose children’s eligibility status for purposes other than determining and verifying free and reduced price eligibility must inform households of this potential disclosure. In some cases, the LEA must obtain consent of a parent or guardian prior to the disclosure.
- If a SFA offers the opportunity to waive or subsidize district fees (e.g., registration, athletic fees, technology fees, etc.) based on a student’s free or reduced price meal status, the SFA must provide a form which lists each program separately for the household to accept; a blanket waiver statement is not allowed. The Free and Reduced Price Meal Eligibility webpage has a template [Sharing Information with Other Programs](#) form for the LEA to modify, if they intend to offer any benefits outside of meal benefits ([dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/sharing-info-other-programs.doc)). The form must be provided to all students with a free or reduced price status, including those students matched through the DC database or other source categorical contacts (homeless, migrant, runaway, foster or Head Start). These waivers or subsidies cannot be provided until a signed Sharing Information form is returned to the SFA.

- Any individual that is provided with individual student eligibility information for state reporting purposes or local program fee waivers should complete the [Disclosure Agreement for School Staff](#) and retain a copy on file at the district.
- Any agency that is receiving free and reduced price meal benefit information for individual students should complete this [Disclosure Agreement](#) form and retain a copy on file.

#### Resources

- [Free and Reduced Meal Eligibility](#) (dpi.wi.gov/school-nutrition/program-requirements/free-reduced-meal-eligibility)
- [Direct Certification](#) (dpi.wi.gov/school-nutrition/program-requirements/direct-certification)
- [Verification](#) (dpi.wi.gov/school-nutrition/program-requirements/verification)



#### Students Transferring from Special Provision Schools

Special Provision Schools, such as Community Eligibility Provision (CEP) and Provision 2 (P2), serve all students free meals, regardless of individual meal eligibility status. Since SY 2016-17, LEAs have been required to provide up to 30 operating days (or until a new eligibility determination is made, whichever comes first) of free, reimbursable meals to students who transfer from a CEP or P2 school to a standard counting and claiming school within the same LEA.

Starting July 1, 2019, LEAs are required to provide free meals to students who transfer from a Provision school to a non-Provision school in a **different** LEA. The SNT has encouraged LEAs to implement this practice since SY 2016-17 to ensure these children do not experience a gap in school meal access and do not accrue negative balances.

#### Questions and Answers related to USDA Policy Memorandum SP 52-2016: Early Implementation of Eligibility Carryover Period for Students Transitioning from Provision Schools: State Agency Extension Options

**Q1.** Who does this apply to?

**A1.** All SFAs operating the USDA School Nutrition Programs.

**Q2.** What is the effective date of eligibility for the student(s) transferring from a CEP school to non-CEP school?

**A2.** Thirty operating days begin the first day the student attends class at the new school. This may occur at any time during the school year. The new LEA may claim these meals at the free rate during this time period.

SNT is interpreting the guidance memo SP52-2016 as allowing SFAs to backdate the CEP students' eligibility to when they enroll in the school. The SFA must provide up to 30 operating days of free meals or until a new meal eligibility is determined. However, the backdating is only allowed for students transferring from a CEP school to a non-CEP school within the same LEA or to a different LEA. Backdating does not pertain to extension of benefits or other eligibility determination.

**Q3.** Who is responsible for communicating that a student is transferring from a CEP or P2 school?

**A3.** CEP and P2 LEAs are encouraged to initiate communication about continuation of benefits with the household and the new school. The CEP or P2 school should include documentation in the transferring student's file forwarded to the Determining Official at the new school. The new school can validate eligibility from the former CEP LEA by obtaining a copy of the current school year *Wisconsin Schools and Districts Participating in Community Eligibility Provision* list and highlighting the former school's name. This list is updated annually and is available on the SNT [CEP webpage](http://dpi.wi.gov/school-nutrition/special-provision-options/community-eligibility-provision) (dpi.wi.gov/school-nutrition/special-provision-options/community-eligibility-provision). For a list of P2 schools, contact the SNT office.

**Q4.** How should the SFA handle the annual rollover for students (between school years) from a CEP school moving up to the next grade in a non-CEP school within the same LEA (ex: 5th grader leaving CEP elementary school and going to the non-CEP middle school)?

**A4.** Work with your software provider to ensure the carryover period process is occurring and students are provided up to 30 operating days of free meals (or until a new meal eligibility is determined).

**Q5.** How should the SFA determine eligibility during the 30 operating day carryover period for a CEP student transferring to a non-CEP school before the school year or mid-year?

**A5.** First, run DC. Be sure the list includes the transferring student's name. If the student matches as an S, T, O, M, E, G or Z code, the new individual meal eligibility is effective the date DC was run. An N code or failure to match to DC is not considered a new meal eligibility determination and the 30 operating day carryover period continues.

If the student receives a reduced price eligibility (Z code) or does not match (N code), ensure the household receives current Free and Reduced Meal Application information.

If the household submits a meal application and is approved at free or reduced status, the eligibility start date is the date the Determining Official approves the meal application.

If the meal application is denied, the student is changed to paid status effective the date the application was denied - disqualifying the student for free meals the rest of the carryover period.

**Q6.** What happens if the household submits an application at the end of the carryover period?

**A6.** The 30 operating days is intended to be the time it takes the household to submit the application and for the school to process the new status. For example, if the household submits an application on day 29, but the school does not process the application until day 33, the meals are only free through the 30th operating day. On days 31 through 33, the student reverts to paid status, and the meal should be claimed as paid.

**Q7.** Where can additional resources on Special Provision transfer and carryover period be found?

**A7.** There are additional resources on the [CEP webpage](#) under the Monitoring and Claiming heading ([dpi.wi.gov/school-nutrition/special-provision-options/community-eligibility-provision](http://dpi.wi.gov/school-nutrition/special-provision-options/community-eligibility-provision)). There is a flow chart to help explain the requirements of transferring students. Additionally, there is a template letter intended to communicate transfers within the same LEA. However, this document may be modified to meet the needs of different situations, including transfers between different LEAs.

There are resources on special provision carryover and transfer eligibility on the CEP and P2 webpages:

- [Provision to non-Provision Transfer Student Flow Chart](#)  
([dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/provision-to-non-provision-transfer-student-flow-chart.pdf](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/provision-to-non-provision-transfer-student-flow-chart.pdf))
- [Provision to non-Provision Transfer and Carryover Template Letter](#)  
([dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/provision-to-non-provision-transfer-letter-18-19.docx](http://dpi.wi.gov/sites/default/files/imce/school-nutrition/doc/provision-to-non-provision-transfer-letter-18-19.docx))

## **Procurement Reviews**

For SY 2019-20, the School Nutrition procurement team will continue reviews that were scheduled for SY 2018-19. We will be in contact with those schools receiving Procurement Reviews via email, so please keep a look out for our communications.

To help prepare schools, we have uploaded the Procurement Review Checklists that we use to review purchases made by schools. Utilizing our checklists can be an excellent way to plan ahead for a review, as well as assist you in conducting your procurements. You can find these checklists on the [Procurement webpage](#) by clicking on the [Procurement Review](#) link ([dpi.wi.gov/school-nutrition/procurement/contract-procedures/review-process](http://dpi.wi.gov/school-nutrition/procurement/contract-procedures/review-process); [dpi.wi.gov/school-nutrition/procurement/contract-procedures/review-process](http://dpi.wi.gov/school-nutrition/procurement/contract-procedures/review-process)). For more procurement resources, templates, and training materials, be sure to check back at the Procurement webpage to see what's new!

### **Procurement Purchasing Threshold Increased**

Just a reminder, the Micro Purchase Threshold has increased from \$3,500 to \$10,000 and the Simplified Acquisitions Threshold commonly referred to as the *Small Purchase Threshold* has increased from \$150,000 to \$250,000. The USDA FNS and DPI SNT have been updating our instructions, guidance, and tools to reflect these changes.

### **SNT Procurement Manual**

With the purchasing patterns of schools varying extensively throughout Wisconsin, we want all our schools to feel comfortable and confident with their procurements. If you have questions about applicable regulations, or are looking for new ideas to implement within your own procurement policies/procedures, the [SNT Procurement Manual](#) is a one-stop shop for all things procurement ([dpi.wi.gov/school-nutrition/program-requirements/procurement/procurement-manual](http://dpi.wi.gov/school-nutrition/program-requirements/procurement/procurement-manual)). We invite you to take a look to see what you're missing!

### **Meal Pattern Updates**

#### *Spring 2019 Crediting Guidance Memos*

If you haven't heard about or need more information about the crediting memos that came out last spring, refer to the USDA webinar series titled *Crediting Updates for Child Nutrition Programs: Be in the Know!*; now posted on [USDA's website](#) ([fns.usda.gov/tn/crediting-updates-child-nutrition-programs-be-know-webinar-series](https://fns.usda.gov/tn/crediting-updates-child-nutrition-programs-be-know-webinar-series)). In an effort to further increase variety in school menus, the following foods are now creditable: dried meat, poultry and seafood snacks, coconut, hominy and corn flour, popcorn, surimi seafood, tempeh, and vegetables disguised as other food components, for example pasta made from 100 percent vegetable flour may credit as a vegetable. Also, we just got word that the guidance memo on corn is going to be updated with more information and reissued. Stay tuned.

#### *Flexibilities for Milk, Whole Grains, and Sodium Requirements Final Rule*

This final rule published last December made permanent the menu planning flexibilities temporarily established by the interim final rule of the same title published in November 2017. The final rule maintained flexibility in the CNP requirements related to milk, grains, and sodium effective SY 2019-20, which began July 1, 2019.

- **Milk:** Expands the milk options in the NLP and School Breakfast Program (SBP) by allowing schools to permanently offer flavored, low-fat milk. For consistency across nutrition programs, it will also allow flavored, low-fat milk in the Special Milk Program for Children and in the Child and Adult Care Food Program for participants ages six and older.
- **Grains:** Require that half of the weekly grains in the school lunch and breakfast menu be whole grain-rich, thus ending the need for the exemption process.
- **Sodium:** Provides schools in the NSLP and SBP more time for gradual sodium reduction by retaining Sodium Target 1 through the end of SY 2023-24, continuing

to Target 2 in SY 2024-25, and eliminates the Final Target that would have gone into effect in SY 2022-23.

### *School Breakfast*

Until September 30, 2019, schools may substitute any vegetable for fruit at breakfast without including other subgroups in the weekly menus. We are waiting on more guidance from USDA on if this will continue after the end of September.

The SNT encourages schools to continue offering the healthiest possible meals to their students, therefore not using the milk and grain flexibilities when at all possible, and to continue to work on reducing sodium in their meals. What is best for our children should always be our focus.



### **Wisconsin School Day Milk Program (WSDMP) statute update under SECTION 1425f. 115.343 of 2019 Wisconsin Act 9**

We are pleased to announce that those SFAs participating in the WSDMP may be seeing an increase in reimbursement due to changes under 2019 Act 9 (the 2019-21 State Biennial Budget) pertaining to this program. Changes include the following:

- Increases funding from \$617,100 in SY 2018-19, to \$1,000,000 annually, beginning in SY 2019-20.
- Expands eligibility to include additional LEAs, specifically independent charter schools, the Wisconsin Educational Services Program for the Deaf and Hard of Hearing (School for the Deaf), the Wisconsin Center for the Blind and Visually Impaired (School for the Blind), and residential care centers for children and youth (licensed child welfare agencies).

Newly eligible LEAs can apply to participate in the WSDMP by contacting SNT at 608-267-9228. The agency will need to submit a [WSDMP application](#) (PI-1464) and update their 2019-20 School Nutrition online contract ([dpi.wi.gov/sites/default/files/imce/forms/pdf/f1464.pdf](http://dpi.wi.gov/sites/default/files/imce/forms/pdf/f1464.pdf)).

Questions concerning program operational requirements can be directed to the WSDMP specialists, Loriann Knapton at 608-266-1046, or Jessica Oele at 608-266-3296.

The WSDMP statute (115.343) will be modified to reflect the provision of 2019 Act 9 under [SECTION 1425f. 115.343](#) ([docs.legis.wisconsin.gov/2019/related/acts/9.pdf](http://docs.legis.wisconsin.gov/2019/related/acts/9.pdf)).



### **USDA Fiscal Year 2019 NSLP Equipment Assistance Grant**

The SNT is pleased to announce that Wisconsin was awarded almost \$406,000 for the USDA NSLP Equipment Assistance Grant, and we hope to have the application process ready this fall. New this year, we will have more guidance on procurement of equipment including specification development. If you are a school with over 50 percent free and reduced price meals, start thinking about what your equipment needs are and make sure to apply!

Applications will be available in the fall. More information and applications for this grant opportunity can be found on the [Grant Opportunities webpage](https://dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant) (dpi.wi.gov/school-nutrition/grants-opportunities/equipment-grant).



### **Professional Standards**

The Professional Standards for School Nutrition Programs rule requires minimum hiring requirements for new Food Service Directors and ongoing training hours for school nutrition professionals, whether the SFA operates the school nutrition program or contracts with a food service management company. SFA-level compliance with the professional standards will now be included as part of the AR. Each SFA must have someone designated as the School Nutrition Food Service Director.

- During the AR, the DPI Nutrition Program Consultant will review training topics for each staff member and the process of tracking the completed hours annually.
- New! USDA published a new final rule, [Hiring Flexibility Under Professional Standards](https://www.govinfo.gov/content/pkg/FR-2019-03-01/pdf/2019-03524.pdf), on March 1, 2019 (govinfo.gov/content/pkg/FR-2019-03-01/pdf/2019-03524.pdf). This final rule adds four flexibilities to the hiring standards for new school nutrition program directors in small LEAs, under 2,500 student enrollment, as established under the professional standards regulations for the NSLP and SBP. These changes are expected to expand the pool of candidates qualified to serve as leaders in the school nutrition programs while continuing to ensure that school nutrition professionals are able to perform their duties effectively and efficiently. The most notable change is the education or experience requirement for hiring a new Food Service Director after April 29, 2019. Please contact a DPI School Nutrition consultant with questions.
- **Reminder for SFAs with a Food Service Management Company (FSMC):** Beginning with SY 2019-20, the person designated as the Food Service Director, and who is directly responsible for the management of the day-to-day operations of school nutrition programs, is required to meet the hiring, annual training, and annual eight hours of food safety training requirements. This person can be a FSMC employee or SFA employee. The Authorized Representative listed on the school nutrition contract must be a SFA employee. The Authorized Representative

does not need to meet the hiring requirements or the eight hours of food safety training, **but does need to meet the annual training requirements for a Food Service Director of 12 hours per year.**

- The SNT [Professional Standards webpage](https://dpi.wi.gov/school-nutrition/program-requirements/professional-standards) is a great resource (dpi.wi.gov/school-nutrition/program-requirements/professional-standards). There will be two new summary papers: “In A Nutshell - Hiring a Food Service Director” and “In A Nutshell- Training Requirements” posted to this webpage soon.



### #WISchoolMealsRock

#### **WI School Meals Rock School Meal Brochures**

Wisconsin Team Nutrition has developed two school meal brochures, [Get School Breakfast for an A+ Boost](#) and [Let's Do Lunch](#) (dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/\_files/brochure-get-school-breakfast.pdf, dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/\_files/brochure-lets-do-lunch.pdf). These two very informative brochures are available for electronic distribution to families and school staff.

We continue to encourage you to use the hashtag #WISchoolMealsRock when posting to your Facebook, Twitter, and Instagram accounts. We also hope that you will tag us on your posts as well. This can be done by tagging us at WI DPI School Nutrition Programs on Facebook and using the handle @WisDPI\_SNP on Twitter. This is a great way to share new recipes, photos of your menu items for the day, best practices, etc. If you are interested in starting an account, learning some tips on creating a powerful profile, or crafting the perfect message for your audience, please contact Rebekkah Plano at [SNPsocialmedia@dpi.wi.gov](mailto:SNPsocialmedia@dpi.wi.gov).



#### **USDA Foods**

For SFAs receiving USDA Foods through participation in the NSLP, the DPI's USDA Foods section of the SNT posts detailed information regarding Wisconsin's USDA Foods Program at the beginning of each school year on the [USDA Foods webpage](https://dpi.wi.gov/school-nutrition/usda) (dpi.wi.gov/school-nutrition/usda). This information includes general program policies and procedures, delivery service and receiving procedures, and other USDA Foods Program updates. Please see the “Back to School Email” notification posted on the [Mailings and Notices webpage](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/bts-email-sy1920.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/bts-email-sy1920.pdf).

## DPI SNT Trainings

### *Great Beginnings Academy*

This training is intended for managers or directors new to their position administering USDA School Meals Programs. Sessions for SY 2019-20 will be held at the DPI Offices in Madison on October 1, 2, and October 28. For more information, view [the Great Beginnings flyer](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/great-beginnings-academy-flyer.pdf) (dpi.wi.gov/sites/default/files/imce/school-nutrition/great-beginnings-academy-flyer.pdf) and complete this [registration form](https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/great-beginnings-academy-application.pdf) for this training (dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/great-beginnings-academy-application.pdf). New and different content will be discussed at each meeting. Please try to attend all three days to the best of your availability.



### *Small Victories*

Small Victories training will be offered this fall in October. The featured topic will be *marketing with diversity*. This interactive, hands-on workshop will review effective marketing strategies geared at increasing meal participation. Creative marketing strategies will be discussed to help raise awareness of the positive opportunities your meal program can provide to students. In addition, the workshop will include ideas and creative ways to market a variety of ethnic options on your menu for students. More information regarding workshop dates and registration will be available in early September.

Check the SNT [Training webpage](https://dpi.wi.gov/school-nutrition/training) for information on all trainings (dpi.wi.gov/school-nutrition/training).

## **What's New with School Nutrition Webinars – Updated Format!**

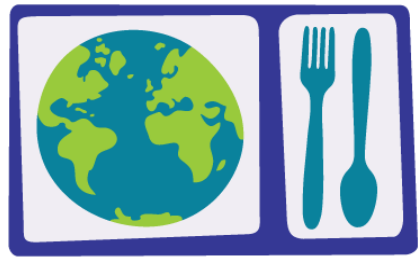
This year, *What's New with School Nutrition Webinars* are getting a new look. Instead of monthly webinars, we will be transitioning to quarterly webinars with more in-depth information presented by content specialists. The training topics will be based on common issues and questions that arise while the SNT conducts ARs. Topics will be announced at a later date. Attending these webinars can count towards Professional Standards and the GOALS curriculum. The webinar dates and times are listed below:



Tuesday, October 15, 2:00-3:00pm  
Tuesday, December 10, 2:00-3:00pm  
Tuesday, February 11, 2:00-3:00pm  
Tuesday, April 14, 2:00-3:00pm

Visit the [What's New Webinars webpage](https://dpi.wi.gov/school-nutrition/training/whats-new) for more information (dpi.wi.gov/school-nutrition/training/whats-new).

### SNT Campaign



## Around the **WORLD** in 80 Trays

This campaign aims to increase international flavors in USDA School Meals Programs! DPI would like to acknowledge that food can do more than just nourish the body, but it can also offer an invitation to participate in and explore the many diverse cultures of Wisconsin students. Join the School Nutrition Team (SNT) and School Food Authorities (SFAs) across the state in this week-long culinary adventure, kicking off on Martin Luther King (MLK) Jr. Day, 2020. What better way to celebrate the unique cultural backgrounds of students across this great state than by remembering the legacy of MLK Jr. and his dream of equality and inclusion for everyone.

Don't miss out on this opportunity to fly "Around the World in 80 Trays." Use the week of January 21-24, 2020 to introduce new flavors, create culturally inspired dishes, explore the tantalizing world of herbs and spices and connect with your students! Visit the International Meals section of the [Menu Planning webpage](https://dpi.wi.gov/school-nutrition/program-requirements/menu-planning) (dpi.wi.gov/school-nutrition/program-requirements/menu-planning), for ideas and inspiration.

### Great Lakes Great Apple Crunch



Celebrate National Farm to School Month this October by crunching into locally and regionally grown apples at NOON on Thursday, October 10! All schools, hospitals, and other organizations in the Great Lakes region are invited to participate. Last October, 1,564,367 students, children, teachers, and good food supporters across the region crunched into local apples. Let's join forces and meet the ONE MILLION CRUNCH goal again this year! For more information and registration, please visit the [UW-Madison Center for Integrated Agricultural Systems webpage](https://cias.wisc.edu/applecrunch/) (cias.wisc.edu/applecrunch/). Visit the [Apple Crunch Facebook page](https://facebook.com/GreatLakesGreatAppleCrunch) to get updates and see photos from last year's Crunch (facebook.com/GreatLakesGreatAppleCrunch).